



**CITY COUNCIL MEETING AGENDA**  
**February 18, 2020 7:00 PM**  
**Duvall Visitor Center – 15619 Main Street NE**  
**NOTE LOCATION CHANGE**

CITY COUNCIL COMMITTEE OF THE WHOLE: CANCELLED

**Call to Order**

**Flag Salute**

**Roll Call**

**I. Additions or Corrections to the Agenda:**

**II. Adoption of the Council Agenda:**

**III. Consent Agenda:**

Items listed below will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the regular Agenda at the request of a Councilmember.

1. Committee of the Whole Minutes and Council Minutes for February 4, 2020;
2. Payroll for February 1-15, 2020 in the amount of \$\_\_\_\_\_ (to be provided)
3. Claims in the amount of \$\_\_\_\_\_ (to be provided)

**IV. Comments from the Audience:**

**V. Scheduled Items:**

1. Mayor's Report
2. Council Reports
3. Council Committee Reports
4. Administration Update

**VI. Presentation:** *None*

**VII. Public Hearing:** *None*

**VIII. New Business:**

1. (AB20-12) Confirm Mayor Ockerlander's appointment of William Chappell to the Duvall Planning Commission Position 4, a four-year term ending 12/31/2023.  
***discussion/decision – A. Ockerlander***
  
2. (AB20-13) Authorize Human Services Grant Funding Allocation  
***discussion/decision – Council***

**IX. Unfinished Business:**            *None*

**X. Executive Session:**        *None*

**XI. Adjournment**

**CITY OF DUVALL  
CITY COUNCIL**

**DRAFT COMMITTEE OF THE WHOLE MINUTES**  
**February 4, 2020 – 5:30 p.m.**  
**Riverview Educational Service Center 15510 – 1st Ave NE**

Mayor Pro Tem Remington called the meeting to order at 5:36 p.m.

**Council present:** Amy McHenry, Dorothy Lengyel, Dianne Brudnicki, Matthew Eyer, Mike Remington, Jennifer Knaplund (Absent: Michelle Hogg)

**Staff present:** Lara Thomas, Steve Leniszewski, Dana Mason, Stephanie Goodwin, Carey Hert, Troy Davis, Joe Pennock

**I. Good of the Order**

Councilmember Brudnicki gave an update on the Main Street art panels.

Councilmember Remington gave a brief update on the Novelty Hill landslide and possible water rescue occurring and facility updates that will be on a future meeting.

Councilmember Knaplund asked about the parking spot sizes along Big Rock Road.

**II. Items:**

**1. Cottage Housing Ordinance Request**

Lara Thomas, Community Development Director, and Troy Davis, Senior Planner, reviewed the background on the Demonstration Ordinance. Ms. Thomas and Mr. Davis answered questions from Council. Councilmembers agreed they would like to see more information before proceeding.

**2. Parks Maintenance Analysis**

Steve Leniszewski, Public Works Director, answered questions from Council regarding hiring a full time Park Maintenance worker versus contracting out landscape tasks per the adopted budget notes. City Council requested additional information.

**3. Human Services Grant Funding**

Councilmember McHenry gave an update on the scoring matrix and the recommendations will be brought to the next Council meeting.

**4. Clear & Grade Fee Options**

Steve Leniszewski, Public Works Director, showed comparisons with a few other cities and King County and answered questions from Councilmembers. This item will be brought back to a future Committee of the Whole meeting for further discussion.

**III. Adjournment**

The Committee of the Whole adjourned at 6:44 p.m.

**Written Reports** – *The following written reports were distributed in the Committee of the Whole packet.*

- Current Development Matrix & Map

ATTEST:

\_\_\_\_\_  
Michael Remington, Mayor Pro Tem

\_\_\_\_\_  
Stephanie Goodwin, UB/AP Clerk

**CITY OF DUVALL**  
**DRAFT COUNCIL MEETING MINUTES**  
**February 4, 2020**  
**7:00 P.M. – Riverview Educational Service Center**  
**15510 – 1<sup>st</sup> Ave NE**

**The City Council Meeting was called to order by Mayor Ockerlander at 7:06 P.M.**

**Roll Call:** Amy McHenry, Matthew Eyer, Dorothy Lengyel, Dianne Brudnicki, Mike Remington, Jennifer Knaplund (Absent: Michelle Hogg)

**Staff Present:** Lara Thomas, Dana Mason, Steve Leniszewski, Stephanie Goodwin, Carey Hert

**I. Additions or Corrections to the Agenda:**

Under Consent Agenda add: Payroll for 02/05/20 in the amount of \$293,264.61; Claims for 02/04/20 in the amount of \$168,986.56.

**II. Adoption of Council Agenda:**

*It was moved and seconded (Remington-McHenry) to adopt the 02/04/20 Council Agenda. The motion carried (6 ayes).*

**III. Approval of Consent Agenda:**

*It was moved and seconded (McHenry-Remington) to approve the consent agenda which includes approving the Committee of the Whole and City Council minutes of 01/21/20; Payroll for 02/05/20 Checks #31244-31251 in the amount of \$293,264.61, including EFTs in the amount of \$220,820.22; Claims for 02/04/20 Checks #31252-31290 in the amount of \$168,986.56, including EFTs in the amount of \$4,919.11. The motion carried (6 ayes).*

**IV. Excuse Councilmember Absence:**

*It was moved and seconded (Eyer-McHenry) to excuse the absence of Councilmember Hogg. The motion carried (6 ayes).*

**V. Comments from the Audience:**

Dr. Michelle Gengler, representing the Duvall Chamber of Commerce, invited Council to the next meeting on February 6<sup>th</sup>.

**VI. Scheduled Items:**

**1. Mayor's Report**

Mayor Ockerlander gave an update on weather and road conditions. She also gave an update on recent meetings and events.

**2. Council Reports**

*No reports.*

**3. Council Committee Reports**

*No reports.*

#### **4. Administration Report**

Lara Thomas, Interim City Administrator, provided an overview of the facilities meeting. Ms. Thomas stated that staff is currently working on a RFP (Request for Proposal) for a salary study, a RFQ (Request for Qualifications) for attorney services and working with the City of Snoqualmie to piggyback off of their financial software RFP. Ms. Thomas gave an update on the Civic Plus Agenda Builder and stated that the City is talking to the City of Snoqualmie about their building permit tracking system. Ms. Thomas and Dana Mason, Finance Director, answered questions from Council.

**VII. Presentation:**           *None*

**VIII. Public Hearing:**       *None*

**IX. New Business:**

**1. (AB20-08) Ordinance – Affordable Housing Tax Credit.**

Dana Mason, Finance Director, introduced this item and explained that this is the last step before the City can receive the Tax Credit for Affordable Housing. Ms. Mason answered questions from Council.

*It was moved and seconded (Eyer-McHenry) to adopt Ordinance #1260 authorizing a local sales and use tax to fund investments in affordable and supportive housing, to be codified at Chapter 3.06 Section 3.06.040 of the Duvall Municipal Code; providing for severability; and establishing an effective date. The motion carried (6 ayes).*

**2. (AB20-09) Resolution – Ridge at Big Rock Final Plat - Phase II**

Steve Leniszewski, Public Works Director, reported that the applicant is working on final edits to the final plat document, miscellaneous roadway improvements, and Bill of Sale edits.

**3. (AB20-10) Contract Amendment with Murraysmith for On-Call Services.**

Steve Leniszewski, Public Works Director, said that the contract amendment includes documenting the existing system, identifying and evaluating communications options and a final SCADA Master Plan. Mr. Leniszewski answered questions from Council.

*It was moved and seconded (Remington-Brudnicki) to authorize the Mayor to execute the amendment with Murraysmith authorizing additional funds for continued on-call support. The motion carried (6 ayes).*

**4. (AB20-11) Service Contract for the Transportation and Land Application of Biosolids**

Steve Leniszewski, Public Works Director, reported that Boulder Park, Inc. was the low, responsive, reasonable bidder. Mr. Leniszewski also reported that the Waste Water Treatment Plant is working on ways to more effectively reduce the amount of biological media. Mr. Leniszewski then answered questions from Council.

*It was moved and seconded (Remington-McHenry) to approve and authorize the Mayor to sign a contract with Boulder Park, Inc and sign an agreement with King County for the transportation and land application of biosolids. The motion carried (6 ayes).*

**X. Unfinished Business:**

**1. (AB20-02) Agreement Extension – Duvall Foundation for the Arts (formerly AB19-80)**

Lara Thomas, Community Development Director reviewed the extension of permit approval(s) for the Duvall Foundation for the Arts (DFA).

*It was moved and seconded (Lengyl-Eyer) to execute and implement an agreement extending the Duvall Foundation for the Arts permit approval(s). The motion carried (6 ayes).*

**XI. Executive Session: None**

**XII. Adjournment:**

*There being no further business and no objections, Mayor Ockerlander adjourned the meeting at 8:16 p.m.*

Signed \_\_\_\_\_  
Amy Ockerlander, Mayor

Attest \_\_\_\_\_  
Stephanie Goodwin, Utility Billing/Accounts Payable Clerk



# Agenda Bill

**AB# 20-12**

Duvall City Council

**Meeting Date:** 2/18/2020

Small Town. Real Life.

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**Subject** Planning Commission Position 4 appointment

**Document Type** Other

**Department** Administration

**Contact** Mayor Ockerlander

**Attorney Review** N/A

**Planning Commission Recommendation** N/A

**Handling** Normal **Deadline Date** 2/18/2020

**Needed from Council** Action

## **Recommendation**

Confirm Mayor Ockerlander's appointment of William Chappell to the Duvall Planning Commission Position 4, a four-year term ending 12/31/2023.

## **Council Review History**

- First review

## **Attachments**

- None
- 

## **Routing**

**Mayor:** Amy Ockerlander

**Approved:** APO 02/13/20



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**Budget Impacts** Approved in Budget

**Expenditure**

<b>Fund Name &amp; #</b>	<b>Current Year</b>	<b>2<sup>nd</sup> Year</b>	<b>Annually</b>
Legislative 001.01	\$500.00	\$600.00	\$600.00/year

**Revenue**

<b>Fund Name &amp; #</b>	<b>Current Year</b>	<b>2<sup>nd</sup> Year</b>	<b>Future Impact</b>
	\$	\$	\$

**Notes**

Budget impact is dependent on number of meetings attended. Salary is \$25 per meeting attended.

**Verified by Finance:** DM 2/11/2020

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**Key Facts and Information Summary**

Position 4 was vacated January 1, 2020. Staff advertised for the open seat and received two applications. Mayor Ockerlander interviewed both candidates and recommends appointment of Mr. Chappell to the Planning Commission Position # 4 for a four-year term ending 12/31/2023 and requests Council confirmation.



# Agenda Bill

**AB# 20-13**

Duvall City Council

Meeting Date: 2/18/2020

Small Town. Real Life.

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**Subject** Allocate Human Services Grant Funding

**Document Type** Other

**Department** Finance

**Contact** Dana Mason, Finance Director

**Attorney Review** N/A

**Planning Commission Recommendation** N/A

**Handling** Expedite **Deadline Date** 2/18/2020

**Needed from Council** Action or Direction

## Recommendation

Discuss proposed allocations and authorize staff to execute grant contracts as recommended by the Human Services Grant Funding Ad-Hoc Committee.

## Council Review History

- Introduced during 02/04/20 Committee of the Whole meeting

## Attachments

- Grant Contract template
- 

## Routing

**Administrator:** Dana Mason, Finance Director

**Approved:** DM 2/11/2020

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## Budget Impacts Approved in Budget

### Expenditure

Fund Name & #	Budgeted Amount	Previous Allocation	2020 Expenditures
001.03 – Community Events	\$20,000	\$2,000	\$18,000

### Revenue

Fund Name & #	Current Year	2 <sup>nd</sup> Year	Future Impact
N/A	\$	\$	\$

### Notes

Total budget for Human Services is \$20,000 for the 2019/2020 biennium. Council has expressed interest in expending all funds in 2020 through the Human Services Grant process which would be up to \$18,000.

**Verified by Finance:** DM 2/11/2020

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### Key Facts and Information Summary

Pursuant to the Human Services Policy, staff advertised for applications directly to local non-profits as well as the City's website and social media. Six complete applications were received and reviewed by the Human Services Grand Funding Ad-Hoc Committee.

The total budget for Human Services is \$20,000 for the 2019/2020 biennium. Per Resolution No. 19-26, Council authorized \$2,000 to be released from the Human Services fund to assist with the costs associated with community mental health education and programming.

The Human Services Grant Funding Ad-Hoc Committee has reviewed and scored the applications and is recommending the following funding allocations:

Applicant	Rank	Request	Recommended Funding
Acres of Diamonds		\$ 5,000	\$ 0
Encompass	4	\$ 5,000	\$ 0
Friends of Youth	3	\$ 5,000	\$ 2,000
Holy Innocents Food Pantry		\$ -	Incomplete
Sno Valley Senior Center	3	\$ 5,000	\$ 5,000
St Vincent de Paul - Holy Innocents Conference	1	\$ 6,000	\$ 6,000
Snoqualmie Valley Community Network	2	\$ 5,000	\$ 5,000
<b>Totals</b>		<b>\$ 31,000</b>	<b>\$ 18,000</b>

**REQUESTED COUNCIL ACTION:** Authorize Staff to execute grant contracts with the above-mentioned agencies and expend Human Services Funding dollars according to the contract and Human Services Policy.

## CITY OF DUVALL HUMAN SERVICES SUPPORT AGREEMENT

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2020 by and between the City of Duvall, Washington, hereafter referred to as “City”, and \_\_\_\_\_, hereafter referred to as “Human Services Contractor”, for the purpose of providing human services support to the City.

NOW, THEREFORE, the parties agree to the following terms and conditions:

1. Scope of Services.

- a) The Human Services Contractor shall perform those services described in Exhibit “A” of this agreement. In performing such services, the Contractor shall comply with all federal, state, and local laws and regulations applicable to the performance of such services. The Contractor shall perform services diligently and completely and in accordance with professional standards of conduct and performance. [for Council packet reference, Exhibit “A” is the original application for funding]

2. Standard of Performance.

- a) Human Services Contractor shall provide the services set forth in Exhibit “A” of this agreement. Human Services support shall be limited to the indigent and infirm citizens residing within the municipal boundaries of the City of Duvall.
- b) Human Services Contractor shall maintain such records as are necessary to document for City Officials and the State Auditor’s Office that the terms and conditions of this agreement have been met.
- c) Human Services Contractor shall make such records available upon demand to the City and / or State Auditor’s Office without restriction or limitation.
- d) No later than November 1, 2020, Human Services Contractor shall provide a written report to the City of Duvall in compliance with Section 3(g) of Exhibit “B” of this agreement.
- e) Where reimbursement of actual expenditures by Human Services Contractor is requested, copies of all invoices or other proof of disbursement shall be submitted with the reimbursement request (Exhibit “C”).

3. Reimbursement. The Human Services Contractor shall submit invoices for work performed using the form set forth in Exhibit “C”. The City shall pay Human Services Contractor for the work performed pursuant to this agreement a total sum not to exceed \$\_\_\_\_\_.

The City shall have the right to withhold payment to the Human Services Contractor for any services not provided in a satisfactory manner nor properly documented until such time as the services or documentation issues are cured.

4. Independent Contractor. It is understood and agreed that Human Services Contractor is an independent contractor, and all persons who provide human services support shall be the employees or volunteers of the Contractor, not the City. Human Services Contractor is not authorized to act as a representative of the City, or otherwise hold themselves out to any third parties as having any authority to speak for or on the behalf of the City, nor to contract on behalf of the City or to otherwise act in any official capacity on behalf of the City. Human Services Contractor shall be solely responsible for all compensation and benefits to its employees and shall save and hold harmless the City, its officers, agents and employees from and against any and all claims, causes of action and damages, including attorney's fees and costs, whatsoever made or claimed by any of its employees arising out of or in any way related to the performance of this agreement.
5. Subcontracting. The Human Services Contractor agrees that they shall not subcontract any of the services or work to be performed pursuant to this Agreement without the express written consent of the City.
6. Non-Assignability. This contract shall not be assigned by the Human Services Contractor without the express written consent of the City.
7. Termination. Either party may terminate this agreement with a 30-day advance written notice. If sent by mail, the notice shall be sent to the respective parties at the addresses set forth below.

**City:** Dana Mason  
Finance Director  
City of Duvall  
PO Box 1300  
Duvall, WA 98019

**Contractor Provider:**

8. Hold Harmless. The Human Services Contractor shall indemnify, defend and hold harmless the City, its officers, agents, employees and volunteers, from and against any and all claims, losses or liability, or any portion thereof, including attorneys' fees and costs, arising from injury or death to persons, or damage to property, occasioned by the negligent acts or omissions of the Human Services Contractor in the performance of this agreement. The Human Services Contractor hereby waives any immunity that may be granted to it under the Washington State Industrial Insurance Act, Title 51 RCW, which waiver has been mutually negotiated.
9. Term of Agreement. This agreement shall be effective from January 1, 2020 to December 31, 2020 unless terminated earlier in accordance with the Section entitled "Termination" above. This Agreement SHALL NOT be extended for any additional periods of time.

10. Entire Agreement. This agreement and Exhibits contain the entire agreement between the parties. All prior negotiations between the parties are merged in this agreement, and there are no understandings or agreements other than those incorporated herein. This agreement may not be modified except by written instrument signed by both parties.

CITY OF DUVALL

CONTRACT PROVIDER:

\_\_\_\_\_  
Amy Ockerlander  
Mayor, City of Duvall

\_\_\_\_\_  
Authorized Official,  
\_\_\_\_\_ (print name)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Jodi Wycoff, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

**Exhibit B**  
**COMPREHESIVE FINANCIAL MANAGEMENT POLICIES**  
**HUMAN SERVICES**

- 1) **Goals and Objectives.** The mission of the City of Duvall in the allocation of Human Services funds is to distribute funds to non-profit organizations which provide services within the City of Duvall or that service the citizens of the City of Duvall even though not located within the City of Duvall, but limited to within the boundaries of the Riverview School District, that are deemed to provide necessary and cost effective services and programs to city residents who are children, seniors, individuals or families in need. The programs supported must provide services to the infirm and indigent, and to where the greatest need can be met.
  
- 2) **City Funding of Program.** Funding shall be provided through an allocation of General Fund resources available after meeting debt service, operating, and reserve requirements. The funding allocation for Community Events and Human Services shall not exceed 1% of total current year General Fund budgeted resources, excluding beginning fund balances. The funds shall be distributed from the Community Events and Services department of the General Fund. Disbursement of funds shall be on a reimbursement basis unless approved otherwise by the Council's Finance/Administration Committee, in accordance with RCW42.24.080 and SHB2639 as related to advance payments and contractual obligations.
  
- 3) **Organizations Eligible for Human Services Funding.** Eligible organizations shall meet all the following to be considered for human services funding by the City of Duvall:
  - a) Must provide direct services that support or benefit children, seniors, individuals or families who are infirm and/or indigent.
  - b) Must place a particular emphasis on serving "at-risk" individuals and/or families.
  - c) All funds provided must be expended only for support to the citizens of the City of Duvall who are infirm and/or indigent.
  - d) Administrative and support costs to benefits delivered ratio must be significantly below 30%.
  - e) Provide the services within the boundaries of first, the City of Duvall and, secondly, directly to City of Duvall citizens within the boundary of the Riverview School District.
  - f) Recognized as an IRC 501c3 non-profit entity by the Internal Revenue Services or are registered with the State of Washington as a non-profit organization for Washington business license purposes, regardless of religious or fraternal affiliation.
  - g) In order to be considered for follow-up funding the applicant will have to have provided to the City Council a written report on the use of prior awarded City funds. The report shall contain information on the manner the funds were spent, and the number of City of Duvall residents served by category mentioned in a), b), and c).

4) **Application, Scoring, and Timeline.**

a) **Application Process:** Each organization shall submit an annual application for review and consideration. Each applicant shall provide the following information in the application or as an attachment:

- i) Name and address of the organization.
- ii) Contact information.
- iii) Amount of funding requested.
- iv) The purpose of the funding.
- v) A description of the organization, its governing structure and philosophy.
- vi) Other supporting information that will aid in the determination of eligibility, partnerships and support.
- vii) Proof of non-profit status, either IRS letter of determination or State of Washington registration.
  - (a) This requirement is only applicable the first time that an applicant submits an application and every three years thereafter.
- viii) A copy of the most recent financial statements, most particularly operating or "profit and loss" statements.
- ix) A list of the governing body members.

b) **Scoring Process:** Each application shall be evaluated based on three major criteria:

- i) Purpose for which funding is requested.
  - (1) Must meet City's human services goals with emphasis on benefiting the most vulnerable and the broadest needs.
- ii) Service area / organizational structure of applicant.
  - (1) Emphasis on volunteer organization over structured, professional organization.
  - (2) Emphasis on City of Duvall residents but not necessary to be located in Duvall.
  - (3) Emphasis on low operating cost to benefit ratio operation.
  - (4) Complied with reporting requirements.
- iii) Available resources and partnerships.
  - (1) The funding provided by the City of Duvall shall not be the sole source of funding for the agency. The agency must demonstrate that at least 50% of its total funding, including in-kind services, is based upon other sources.
  - (2) Agencies must demonstrate that sufficient funding is available for the projects to be completed or accomplished as proposed.
  - (3) Special consideration will be given to agencies which will use city funds as a match for obtaining additional resources.
- iv) *Items i and ii, should be given greater scoring emphasis than item iii.*
- v) *Council reserves the right to make exceptions to the scoring results for meritorious applications as recommended by the Finance/Administration Committee.*



- 5) **Timeline:** The following timeline shall be applicable beginning the first full fiscal year following adoption of this policy:
  - a) Applications are provided to all potential applicants by mail or upon request no later than December 15<sup>th</sup> of each year.
  - b) Applicants are to submit applications no later than January 15<sup>th</sup> of the following calendar year (City's new fiscal year).
  - c) Applications will be scored and ranked no later than January 31<sup>st</sup>.
  - d) Applications and ranking will be submitted to the Finance/Administration Committee no later than February 5<sup>th</sup> for recommendation to the City Council.
  - e) Council shall approve grants no later than the last Council meeting of February.
  - f) For the calendar year in which this policy is adopted, the cycle shall commence on the first day of the month following adoption and shall be accelerated where ever possible.
  
- 6) **Administration.**
  - a) Administration of the Human Services program shall be at the discretion of the Mayor.
  - b) Council oversight is delegated to the Finance/Administration Committee whose responsibility it is to review the applications and recommend to the City Council the eligible applicants and the level of funding for each applicant.
  - c) Funding disbursements shall be made in compliance and conformance with applicable State statutes and Attorney General Opinions at the time of the annual awards, **particularly RCW 42.24.080 as modified by SHB 2639 as related to advance payments and contractual obligations.**
  - d) A written agreement for the use of City funds shall be executed with each agency approved for funding prior to the distribution of funds.

**EXHIBIT C  
CITY OF DUVALL  
REIMBURSEMENT INVOICE – Human Services Support**

**FOR YEAR OF 2020**

Name of Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone Number: \_\_\_\_\_

	<b>Disbursement Information - Address</b>	<b>TOTAL AMOUNT</b>
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
<b>Total Reimbursement Requested</b>		\$